

## Clubhouse Rental Agreement

Gahanna Department of Parks & Recreation    200 S. Hamilton Rd, Gahanna OH 43230    (614) 342-4250    Fax: (614) 342-4351

*The application, rental fee, relevant permits and permit fees, and deposit(s) must be submitted to rent the facility.  
All forms and payment must be provided/completed by the same individual and is hereafter referred to as Renter.*

Renters Name	
Renters Date of Birth	
Address	
City, State, Zip	
Home	
Cell	
E-mail	

Organization Name	
Date(s) Requested	
Facility Requested	Clubhouse
Rental Hours (3hr min)	to
Estimated Attendance	
Type of Event	
Day of event phone #	

Gahanna Department of Parks & Recreation (GDPR) reserves the right to deny use of City Parks and facilities to groups who fail to comply with the rules and regulations set forth by the GDPR and the City of Gahanna. Disregarding these rules will result in forfeiture of the deposit and when applicable, charges for labor, supplies, repair of damage, offset of fees not previously charged, and possible legal charges/fines/imprisonment.

1. **Consumption and/or possession of beer and/or alcoholic beverages require special permitting and fees in all City of Gahanna Parks and facilities. *Additional permit must be obtained.* Without a permit, alcohol brought to any park/facility is a misdemeanor crime. Any indication of unpermitted alcohol at the site or underage drinking during the rental will result in an additional charge of at least \$500 plus possible legal fees and immediate eviction from site.**

### **INITIAL HERE THAT YOU ACKNOWLEDGE AND AGREE TO THE ALCOHOL POLICY**

2. Facilities are non-smoking; any indication of smoking within a facility will result in forfeiture/charge of the rental deposit and additional fees.
3. Renter (responsible party) must be at least 18 years of age and provide identification upon request.
4. Decorations may be taped (*with painters tape*) to surfaces; no tacks, staples or nails. No confetti, glitter, silly string or similar items.
5. Neither portable cooking devices nor open flames (i.e. candles, grills) are allowed in the facility or on the deck. Portable grills are permitted in designated locations with written permission from GDPR. ***Additional permit must be obtained.***
6. Clubhouse renters using the fireplace must provide the wood and clean the fireplace after use.
7. Pets are not permitted in indoor facilities unless they are a service animal. Discard pet waste properly.
8. Department representatives and/or local law enforcement have the right to enter the premises at any time. Doors may not be locked during your rental.
9. The facility must be cleaned, floors swept and mopped if necessary, counters and tables wiped clean and left in good order and all trash taken to dumpster after use. *See checklist for complete cleanup procedures.*
10. The facility rents for a minimum of 3 hours, with additional hours in 1 hour intervals, which must include set up and clean up time. Access to the site may begin no earlier than the scheduled rental start time. All user-owned equipment/supplies must be removed by conclusion of pre-paid rental time and vacate the site by conclusion of the rental time. (The latest possible rental time is 11:00pm). You may not drop off supplies ahead of time or leave supplies at the site after event time. If the use exceeds stated hourly agreement, the monies from the deposit and/or additional charges may be used to compensate the GDPR for the unpaid portion. The deposit refund, if returned, would reflect the deduction accordingly.
11. Charging of fees or sales (i.e., admission, concession, retail, vendor spaces, etc) is NOT allowed.
12. Entertainment (i.e., DJ, band, performers, live animals, food trucks, vendor, catering, etc), and all public events are subject to additional requirements, approval and possible additional fees - contact the Department for additional information. This process requires at least 30 days notice and ***additional permit must be obtained.***
13. **Renter MUST be present** for entire time of scheduled rental.
14. Renter cannot sublet or assign use of these facilities without written consent of GDPR.
15. No heavy equipment nor hazardous materials allowed without written consent of the GDPR.
16. **No parking, driving, or idling of any vehicle on any city property other than paved parking areas (do not drive on sidewalks, curbs, trails, nor grassy areas). The concrete pad in front of the Clubhouse is NOT a parking area – on street parking ONLY in this area. Police will be contacted to ticket and/or tow all vehicles in non-parking areas.**
17. Non-profits must submit copy of exemption certificate to receive non-profit rate; fees and deposit must be paid with the organization's checks or credit card. Rental must be for organizational use, not personal use.
18. When paying with check or cash, a separate deposit check of \$100.00 will be given at time of application, which is refundable if the facility has not been damaged, items stolen or in disrepair, and the facilities are in a clean, presentable condition and the key returned within two business days of event. The Renter is responsible for all damage, stolen items, disrepair, and additional fines/fees regardless of the cost. When paying with credit/debit card, renter pre-authorizes additional charges to be automatically charged for these purposes.
19. Renter is responsible for actions, behaviors, damages, stolen items, disrepair, etc. for all persons with the group and assumes liability for any damages, regardless of the cost.
20. Any violation of this agreement, facility's rules, regulations, and policies, or undue disturbance, or abuse of the facility at any time shall constitute a violation of this agreement and no monies shall be refunded (see checklist for cleanup).
21. Key must be picked up prior to rental time from Parks & Recreation office during regular business hours. If key or key card is not picked up, renter will be charged \$50 to have key delivered day of rental.

Rental Fees (subject to change at any time)	Monday - Friday		Saturday, Sunday & Holiday		Amount Due
	Resident Discount Rate	Standard Rate	Resident Discount Rate	Standard Rate	
Rent hourly (3hr min) 8am-11pm <i>May book 12 months prior to date</i>	\$35	\$50	\$65	\$80	
Flat Rate Special (5+ hrs) <i>May book 12 months prior to date</i>	\$157.50	\$225	\$292.50	\$360	
Friday 5:30p through Sunday 11:00pm <i>Rental may book 18 months prior to date.</i>	Includes dedicated space to have equipment scheduled for drop off on Friday after 10am and picked up Monday by 9am. Access to setup site begins Friday at 5:30pm Resident Discount Rate: \$700      Standard Rate: \$800				

## Deposit Fee

Credit/Debit used for fees \_\_\_\_\_ or Check# \_\_\_\_\_ \$100

When paying with check or cash, a separate deposit check of \$100.00 will be given at the time of application which is refundable if the facility has not been damaged, items stolen or in disrepair, and the facilities are in a clean, presentable condition and the key returned within two

**Permits & Fees:** The following items require a written permit and possible additional fees. Entertainment, catering, and all public events are subject to additional requirements, approval and fees. Contact the Department for additional information. This process requires at least 30 days notice and payment of fees.

Yes/ No	Do you plan on having:	Permit needed	Fee	Amount Due
	Grill or other portable cooking device	Yes	None	
	DJ, band, live animals or other live entertainment	Yes	None	
	Food truck/trailer and/or vendors/catering	Yes	None	
	Beer or wine available at your event?	Yes	At Golf Course: Permit is \$75 per date (doubles within 15 days of event) <i>Alcohol must be purchased from course at least three weeks prior to event</i> At Center: Bring your own permit is \$150 per date (doubles within 15 days of event)	
	Bounce houses, dunk tanks, etc	Yes	None Must use approved vendor and assure proper placement	
	Is your event open to the public?	Yes	Varies with event; must complete separate Special Event Application	

## Cancellation Fees:

- More than 30 days from event: full refund less \$10 administration fee
- Between 14 – 29 days from event; 50% refund
- Less than 13 days from event: no refund
- Fees will not be refunded if event is canceled due to inclement weather.

**Date Change Policy:** There is a \$10 administrative fee to change the date of a processed rental.

**I have read the above conditions. I understand that any variances from these conditions will be my responsibility and at my expense.**

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

*The application, rental fee, relevant permits and permit fees, and deposit(s) must be submitted to rent the facility.  
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Employee taking payment: \_\_\_\_\_

Date: \_\_\_\_\_

## **INFORMATION TO ACCOMPANY YOUR RENTAL OF THE CLUBHOUSE**

**CHECKLIST FOR CLEANUP** Please complete the following cleaning steps. Failure to do so will result in deductions in your deposit for costs of cleaning, repair, replacement, or restoration. The following are the minimum cleaning requirements needed for a complete refund of your deposit.

### **Golf Course Clubhouse 220 Olde Ridenour Rd**

Cleaning supplies located in hall closet.

Return tables and chairs to closet on south side of room

- \_\_\_\_\_ Remove all streamers, tape, decorations, etc. from all tables, rafters, walls, lights, etc
- \_\_\_\_\_ Wipe down all tables and chairs using soap/water/cleaner
- \_\_\_\_\_ Fold all tables and store all tables and chairs in proper area
- \_\_\_\_\_ Wipe counters and sink in kitchen using soap/water/cleaner
- \_\_\_\_\_ Remove from kitchen and site food, supplies, etc. that you brought in (including items in the refrigerator and freezer)
- \_\_\_\_\_ Sweep all floors
- \_\_\_\_\_ Mopping spills – there are directions on what to use to clean the floors on the cleaning closet door
- \_\_\_\_\_ Empty all trash (including restroom cans) and line with new trash can liners.
- \_\_\_\_\_ Take all trash to dumpster in the parking lot area
- \_\_\_\_\_ Turn off inside lights
- \_\_\_\_\_ Lock all outside doors when leaving and check each to make sure locked from outside
- \_\_\_\_\_ Return key to City Hall (may place in drop box on side of building)

Once the site has been checked to ensure completion of the above tasks, deposits paid by check will be refunded within two weeks.

### **If you have issues during your rental:**

For emergencies, call police and fire by dialing 911

Key or key card must be picked up prior to rental time from Parks & Recreation office during regular business hours. If key or key card is not picked up, renter must call Facilities Division and will be charged \$50 to have key delivered day of rental. If accidentally locked out of a facility, call our Facilities Division. The Facilities Division can be reached at (614) 477-9986 and/or (614) 530-8039 for assistance with keys and non-emergency related issues.

For non-emergency related items contact Facilities Division at: (614)477-9976 and/or (614)530-8039.

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